USA Staffing Upgrade

Production Notes

Release 8.2 June 24, 2017

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.

This USA Staffing Upgrade Stage Release Notes document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the USA Staffing Upgrade Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Stage environment. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon ✅ which designates the completion of feature that was previously identified in the "Feature Planning' section of the Feature Planning & Glossary document found on the USA Staffing Upgrade Resource Center.

Staffing Functionality

- Added a "Recruit" navigation option for all HR Users. At this time, clicking the link will only navigate you to a blank tab to allow for the USAJOBS team to complete their final development steps. Following the USAJOBS release on August 19, 2017, clicking on the "Recruit" link will open a new browser tab and direct HR Users to the USAJOBS Agency Talent Portal (ATP). On the initial visit, ATP will establish an account with basic access to the USAJOBS Resume Mining capability. On future visits, HR Users will continue to access the account via Single Sign On with their USA Staffing credentials. Should you wish to increase a HR User's access to ATP capabilities, a USAJOBS Administrator may update the permission profile within the USAJOBS ATP. ✅
https://help.usastaffing.gov/USAS/index.php?title=Recruit

- Enabled an HR User to select the "Job Element" rating method when building an assessment for vacancies where the Pay Plan begins with the letter "K". Previously this was reserved for Pay Plans beginning with the letter "W" only. https://help.usastaffing.gov/USAS/index.php?title=Working_with_a_Wage_Grade_Request

- Added options for Category Settings within the Assessment Package where an HR User can elect to assign applicants to categories based on their Augmented Rating or based on their desired use of GS-9 and above Professional/Scientific rules. If neither option is selected, the Assessment Package will use standard category rating settings. Category settings may be selected both prior to and following the release of the announcement to USAJOBS. ✅ https://help.usastaffing.gov/USAS/index.php?title=Categories

- Updated the business logic for auto-populating an Additional Selection request's "Validate Hiring Need" and "Request Personnel Action" dates when approving the request directly from a Certificate. The system now

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  populates those dates in accordance with the date that particular request is approved and not in accordance with the dates captured in the approval of the original request.

  Allowed an HR User to set alternate open and close dates for an external assessment when applying the external assessment to a vacancy. The default setting for the external assessment open and close dates remains the announcement open date and two days beyond the announcement close date. An HR User only needs to modify these dates in the assessment package if using dates other than the default. https://help.usastaffing.gov/USAS/index.php?title=Modifying_an_external_assessment_open_and_close_dates

- Fixed a bug where clicking on the Release modal in the Announcement section would generate an Update Announcement task. Update Announcement tasks will now operate as intended and will only generate at the release or update for an Announcement to USAJOBS.

- Enhanced Reviews to allow the attachment of supporting documents. HR Users may now attach a document to a Review by either uploading a document directly into the Review or by adding a document already uploaded to the Vacancy Case File. All attached documents may be viewed by Hiring Manger (HM) Users once the review has been sent. HR Users will also be able to view and download documents uploaded by HM Users during their review. https://help.usastaffing.gov/USAS/index.php?title=Adding_a_document_to_a_review

- Updated validations on the Biographical Information page of the Online Application to ensure that at least one complete phone number and only USA Staffing accepted characters can be submitted as part of the application process.

- Updated the applicants experience when updating a previously submitted online application. Previously, an applicant was directed to the Review and Submit page after continuing on from the main landing page of the application. Now, applicant's will be navigated back through each page of the online application where they can better reevaluate their responses to questions and update supporting documentation brought over from USAJOBS. https://help.usastaffing.gov/Apply/index.php?title=Updating_your_submitted_application_package_for_an_open_announcement

- Added the ineligible rating code IOPE: "You were not considered because you do not meet the promotion eligibility requirement for this position." https://help.usastaffing.gov/USASUpgResCtr/images/e/e2/USA_Staffing_Updated_NOR_Message_Codes_May_2017.pdf

- Enabled the application of Instructional Templates to the Review Instructions section of a Review. To apply a template, choose the "Select Instructions" button from the gear icon on the Review Information page. These Instruction Templates can be created in the Manage Instructional Templates page of Administration. https://help.usastaffing.gov/USAS/index.php?title=Creating_a_review https://help.usastaffing.gov/USAS/index.php?title=Manage_Instructional_Templates

- Increased the character limit of the Instructions text available on the Certificate Information page for an issued certificate to 5000 characters.

- Enabled the application of Instructional Templates to the Certificate Instructions section of a Certificate. To apply a template, choose the "Select Instructions" button from the gear Icon on the Certificate Information page. These Instruction Templates can be created in the Manage Instructional Templates page of Administration. https://help.usastaffing.gov/USAS/index.php?title=Manage_Instructional_Templates

- Removed the "Stored List" option from the list of Certificate Types on an Applicant List. USA Staffing is in the process of adding the ability to create a stored list but this will not be done through the selection of a specific certificate type.

- Fixed a bug in the applicant list where an error message improperly displayed when trying to use the mass assignment of ineligible rating codes for only a single applicant.

- Updated the business logic of the "Priority Referrals, Compensable Veterans" Priority Order on Ranking Lists certificate types to float CTAP and ICTAP eligible applicants to the top of the list when they also meet the criteria outlined in Refer Methods for that certificate.

Onboarding Functionality

- Added the following forms for use in USA Staffing: ○ State Tax Forms: Arizona, Kansas, Maine ○ DD3032, DD3033, DD3034 ○ DEA DUS-1, W 9 , DEA 137C, USM PPPWD ○ DoJ CD Disclosure, DoJ CD Random Drug Testing ○ DA 5863, SSA OM 1, HHS PA, DOJ 233

- Updated the display name for the onboarding system task formally called "Confirm Entry on Duty" to "Verify the New Hire Arrived for their First Day of Duty" to make it clearer to HR Users what the task means.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

- Improved the management of tasks assigned to a Request for time to hire purposes so that if a New Hire declines a position after beginning the onboarding process, the reuse of that request number for a subsequent New Hire record will reflect the correct time to hire dates for the subsequent New Hire record.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

- Fixed a bug where the Task Owner filter on the Task Dashboard would not return task owners with an Onboarding Only user type when logged in as an HR User.

- Addressed a bug where the Office field was not populating correctly when editing an Onboarding New Hire request with an Onboarding Only user type.

- Made response entries for multiple entry matrix questions viewable by the HR User when the question is read-only or locked to editing.

- Fixed a bug to ensure the workflow assigned to a form remains static to that form assignment even if the workflow configuration was changed at a later date.

- Updated the display of successful or failed onboarding document uploads to match those used in the Applicant Records area. HR and Onboarding Only Users with access to New Hire records will see a link if documents are processed successfully and a red "failed" message if the documents could not be uploaded successfully. New Hires will see a similar view in their screens as well.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Documents

- Enforced onboarding tasks to be given a completion date of either the present date or a date in the past so the system can successfully track when the task was completed, not when the task was marked complete in USA Staffing.

Hiring Manager Functionality

- Completed updates to the Hiring Manager interface where HM Users now have a more streamlined way of navigating through assigned Requests, JOA Reviews, and Applicant List Reviews. Agencies are urged to review

- the changes to the interface and update HM User instructions or previously developed resources and training materials as necessary.
  https://help.stage.usastaffing.gov/HiringManager/index.php?title=Main_Page

  HM Users may now view documents assigned to a review by the owning HR User. In addition, HM users may upload documents to a review for transmission back to HR.
  https://help.usastaffing.gov/HiringManager/index.php?title=Uploading_a_document_to_a_request_hiring_action

Administrative Functionality

- Increased the character limit for the Instructional Template Text field in the Instructional Text Templates to 5000 characters. https://help.usastaffing.gov/USAS/index.php?title=Manage_Instructional_Templates

- Added two new settings to the Vacancy Default Settings page: ○ To set the Citizenship Screen-Out value on the Vacancy Settings page. It is currently defaulted for all offices but can be unchecked for offices that do not screen-out for citizenship on a regular basis.

  ○ To set a default Workflow for Onboard New Hire Requests. Note, you can set the defaulted Workflow at this time but Onboard New Hire Requests do not yet set to the defaulted workflow. That functionality should be available in our next Stage Release.
  https://help.stage.usastaffing.gov/USAS/index.php?title=Manage_Vacancy_Default_Settings

- Added "Land Management" and "Indian Preference" to the list of Eligibility Types in the Eligibility Library.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Eligibility_Library

- Made performance enhancements to the Competency Network Library.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network

- Added a permission called "Add Vacancy-level Competencies & Items to the Library" to the Assessment Packages section of the HR User permission profile. This permission gives HR Users the option to add vacancylevel competencies and items created in the Assessment Package to the Competency Network Library at the time the Assessment Package is marked as complete. The Office Administrator and Standard HR User system profiles have been enabled with this permission.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

- Added a permission called "Add Template-level Competencies & Items to the Library" to the Assessment Package Templates section of the HR User permission profile. This permission gives HR Users the option to add template-level competencies and items created in the Assessment Package Template to the Competency Network Library at the time the Assessment Package Template is marked as complete. The Office Administrator system profile has been enabled with this permission.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

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Reporting and Analytics

- Added the "Vacancy Mission Critical Occupation" query item to the Applications, Certificate, and New Hire namespaces under the Staffing Reports package in Cognos.

- Added the "Who May Apply Override Text" query item to the Applications and Certificate namespaces under the Staffing Reports package in Cognos.

- Added the "Onboarding Process Tasks" and "Onboarding Process Owner" query items to the New Hire namespace under the Staffing Reports package in Cognos.

- Added the "Vacancy Staffing Hyperlink" query item to the Applications namespace under the Staffing Reports package in Cognos.

- Added additional vacancy related query items to the New Hire namespace in the Staffing Reports package.

- Added a "Recruitment Sources by Vacancy" report to the Vacancy folder in the Staffing Reports package.

  Added additional prompts including "Vacancy Number" to the "Incomplete Applications" report in the Announcement folder in the Staffing Reports package. This prompt will allow the report to be generated by a reports button directly from the Vacancy Case File page.

- Added a "Claimed Reasonable Accommodation" report to the Vacancy folder in the Staffing Reports package.

- Added Applicant Flow Data to the Staffing Analytics package in Cognos. ✅

- Added four reports to the User Licenses folder in the Staffing Analytics package:

  o   User License User Accounts Report by

  Customer o User Account by Customer Report o

  User License User Accounts Report o User

  License Office Totals Report

- Added two reports to the User Licenses folder in the Staffing Analytics package:

  o   User License Organization Totals report o User Accounts by Customer

  Totals report

- Added a "Vacancy Application Detail" report to the Applicant Flow Data Analytics folder in the Applicant Flow Data package. https://help.usastaffing.gov/USAS/index.php?title=Public_Folders